Microsoft

Getting Started

Microsoft®

Basic Mouse

Visit our Web site at http://www.microsoft.com/hardware/

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Document No. X03-67934

Important Safety Information

Continuous use of a pointing device may cause Repetitive Stress Injuries or related injuries. See the "Important Ergonomic Information" section in this booklet for information to reduce your risk of injury. If you feel any aching, numbing, or tingling in your neck, shoulders, arms, wrists, hands, or fingers, consult a qualified health professional.

To reduce your risk of Repetitive Stress Injury:

- Take frequent breaks from use.
- Maintain a straight wrist position.
- Minimize clicking and dragging.
- Use a light touch to click and grip.
- Maintain good health habits.

Some studies suggest that long periods of repetitive motion coupled with an improper work environment and incorrect work habits may be linked to certain types of physical discomfort or injury. These include Carpal Tunnel Syndrome (CTS), Tendinitis, Tenosynovitis, de Quervain's tendinitis and other related disorders. To help avoid these conditions, follow the instructions in the "Important Ergonomic Information" section in this booklet. These instructions may not only help minimize your chances of experiencing one of these conditions, but they will also help you work more comfortably and effectively. Ensuring that your chair, work surface, keyboard and input device are in the correct positions is important.

Connect Your Mouse

Important Always turn off the computer before you connect or disconnect your mouse.

To connect your mouse to a mouse port

1 Locate the round 6-pin (PS/2) mouse port on the back of your computer.

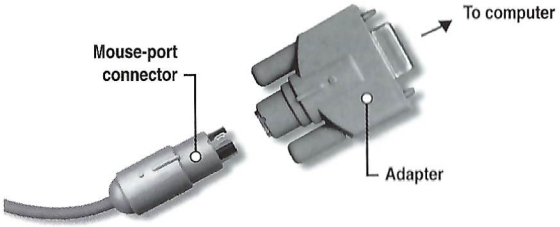
2 Insert the mouse-port connector into the mouse port.

To connect your mouse to a serial port using an adapter

1 Locate an available 9-pin serial port on the back of your computer.

2 Insert the 9-pin side of the adapter into the serial port and tighten the screws.

3 Insert the mouse-port connector into the round 6-pin side of the adapter.



Clean Your Mouse

You can ensure optimum performance of your Microsoft® Basic Mouse by keeping it clean.

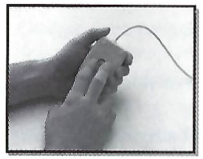
To clean your mouse

1 Turn off your computer, turn your mouse upside down, and remove the ball retaining ring.

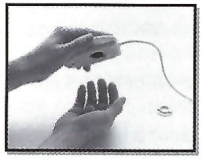
2 Turn your mouse right side up and let the ball and ring drop into your hand.

3 Remove any dust or lint from inside the mouse. Use adhesive tape to pick up any dust or lint on the surface of the ball. Carefully clean the two black rollers inside the socket with a cotton swab and rubbing alcohol.

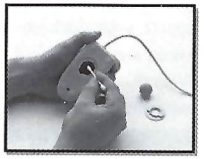
4 Return the ball to its socket and replace the ball retaining ring.



Remove retaining ring



Remove ball



Remove dust and lint

Important Ergonomic Information

Introduction

Personalizing your environment so that it is comfortable for your work situation promotes a healthy physical and mental lifestyle. Studies show that a carefully planned work environment can actually increase productivity. Of course, only you can judge what is best for you, so we encourage you to adapt the topics in this section to your own needs.

What is ergonomics? This term is often used and often misunderstood. Ergonomics is a science that addresses human performance and well-being in relation to various types of jobs, equipment, tools, and environment. So ergonomics as it's related to computers is concerned with the interactions among a person using a computer, the work methods and tools employed when using a computer and the work area.

Setting up your workspace

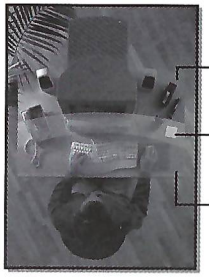
Organize your work area so that it is quiet and comfortable, with ample lighting and furniture suited to your body shape and size.

- Locate your desk away from high-traffic areas.
- Avoid a noisy setting.
- Keep the area under your desk clear of cables and other items so you can sit comfortably without twisting.
- Don't place your monitor in front of a window; rather, put it at a right angle to the window and use window shades to reduce glare.

Organizing your desk and shelves

Organize your desk space and nearby shelves to help you work more comfortably.

- Arrange reference materials for easy access.
- Place books and other materials between knee and shoulder height on shelves. Avoid reaching and twisting as you lift items from shelves.
- Divide your desk into three zones.



Reference
Located beyond arm's reach. Used for other materials.

Secondary
Located within arm's reach. Used for often-used items.

Primary
Located between elbow and hand. Used for most-used items, including your keyboard.

Computers and body fatigue

Some people who use computers experience discomfort such as back pain, stiff neck and shoulders, sore hands, or tired legs. Much of this discomfort can be avoided, since these symptoms often arise from pushing the body beyond its natural limits.

Tips

- Change your posture. Changing position reduces muscle fatigue. Maintain good back support and keep your wrists straight. Avoid awkward or twisted positions and frequent reaching. Use a gentle touch when typing or using the mouse or trackball.
- Use foot and leg support. Be sure your feet are well supported, either on the floor or on a footrest. You may need a footrest if you raise your chair to keep your wrists in a straight position. Don't let the edge of your chair press into the backs of your knees.
- Alternate tasks. Do a variety of tasks throughout the day, alternating among several different types of tasks. This gives your body a chance to recover while you remain productive.
- Pause regularly throughout the day. To minimize fatigue, take short rest breaks (30 seconds to 2 minutes) between tasks throughout the day. During your breaks, perform simple exercises and deep breathing to help your body eliminate the effects of fatigue.

Exercises for your body

During your rest breaks, try these exercises to help you feel refreshed. Don't do any exercise that feels uncomfortable or causes straining.

Tips

- Deep breathing relieves muscle tension.
- Hand and finger massage reduces cramping or stiffness and warms your hands.

Executive stretch

Exercises the entire upper body. Clasp your hands behind your head and gently stretch your elbows back, taking in a deep breath as you stretch back.

Shoulder shrug

Reduces tension or stiffness in the upper back and neck. Gently raise your shoulders up toward your ears and then relax your shoulders downward.

Foot rotations

Improves circulation to your legs and feet. While seated, rotate each ankle three times clockwise, then counter-clockwise.

Adjusting your computer monitor for better comfort

Use the proper lighting and adjust your computer screen and paperwork appropriately to help reduce eyestrain and fatigue:

- Place monitor at eye level; lower if you wear bifocals.
- Place screen 18 to 30 inches from your eyes.
- Place your notes next to the screen at monitor height.
- Tip the monitor down to avoid reflecting ceiling lights. Keep your screen clean.
- Use high-contrast, natural screen colors.

Lighting and eyestrain

Like other parts of the body, the eyes need to be relaxed from time to time.

Lighting

When you work on a computer, the light level should be dimmer than when you work with paper. If you work with both, choose relatively dim room lighting plus an adjustable reading lamp that you can use for paperwork.

Glare

Angle the reading lamp away from your eyes and away from the monitor so that you can't see the unshaded light bulb and so there is no glare on the monitor screen.

Reflections

Remove any reflective materials—such as glass desk pads and picture frames—from around your monitor to avoid distracting reflections. Also, try tilting your monitor downward, or reposition it on your desk, to eliminate reflections.

Exercises for your eyes

Take brief (30 seconds to 2 minutes) but frequent breaks while working at your computer to rest your eyes. This pause gives your eyes a chance to recover from fatigue and help you feel refreshed.

Tips

- Yawning and blinking keep the eyes lubricated.
- Changing focus relaxes the muscles of your eyes. With your arm stretched in front of you, look at your fingertips, then at a point far away from you, then back to your fingertips.
- Palming helps to overcome eyestrain. Support your head in your hands, with your eyes covered, while you breathe deeply.

Posture for back and shoulders

Whether you work standing up or seated, try to minimize awkward postures, forceful exertions, and repetitive motion that can cause discomfort.

When you work standing:

- Be sure to change posture frequently.
- Stand on an anti-fatigue mat to reduce fatigue.

When you work sitting down:

- Your chair should support your lower back. Adjust chair height so that the seat back contacts the most-curved part of your back. (Use a pillow if needed.)
- Adjust armrests (if any) so you don't have to hunch your shoulders or slouch down in your chair to use the armrests comfortably.
- Use a footrest, if needed, to reduce fatigue in your legs.

Posture for hands, wrists, and arms

Hold your hands, wrists, and arms in a neutral position while working to achieve greater comfort.

- Be sure your upper arms drop naturally to your sides, so that your shoulders are not shrugging. Raise your chair or lower the table as needed.
- Place hands above the keyboard, with elbows at 90-degree angles.
- Extend hands straight from the forearm, keeping your wrists straight.
- Curl your fingers under slightly.
- Having the forearm supported may be comfortable when using a mouse.

Using input devices comfortably

There are things you can do while using the mouse, keyboard, or other input device to achieve greater comfort.

- Use Shortcuts. Learn as much as you can about your software programs to help you become more efficient at using your computer and to minimize keystrokes and unnecessary clicking and dragging of your mouse. Alternating between use of a mouse or other input device and a keyboard can provide a needed break.
- Use a light touch to click and grip. Press keys and hold the input device gently.
- Avoid unnecessary reaching. Keep the mouse or other input device close to the keyboard to minimize reaching from the shoulder. If you use the mouse or other input device more than the keyboard, place it in front of you, with the keyboard a bit to one side.
- Use a palm rest when not typing. Try to rest your palms and wrists only when you aren't typing, but don't rest them on the edge of a desk. If your keyboard has a palm rest built in, such as a Microsoft Natural® Keyboard Elite, move your keyboard forward enough so that you can rest your palms on the palm rest.

Additional Suggestions

These suggestions can help to reduce your risk of Repetitive Stress Injury.

- Take frequent breaks from use.
- Maintain a straight wrist position.
- Minimize clicking and dragging.
- Maintain good health habits.

Microsoft Technical Support

Support Online

To easily diagnose and answer technical questions yourself, visit http://support.microsoft.com/support.

Standard No-Charge Support

Monday to Friday, excluding holidays, Microsoft offers 90 days of no-charge support for retail versions of this product. In the U.S., (425) 635-7040, 6:00 A.M. to 6:00 P.M. Pacific time. In Canada, (905) 568-4494, 8:00 A.M. to 8:00 P.M. eastern time. Toll-charges may apply.

Pay-Per-Incident Support

In the U.S., for a fee of $35US per incident, call (800) 936-5700 or (900) 555-2000, 24 hours a day, seven days a week. In Canada, for a fee of $45CDN plus tax per incident, call (800) 668-7975, 8:00 A.M. to 8:00 P.M. eastern time, Monday to Friday, excluding holidays. Support fees for (800)# calls are billed to your VISA, MasterCard, or American Express card. Fees for (900)# calls appear on your telephone bill.

Text Telephone

For the deaf or hard-of-hearing using a TTY/TTD modem. In the U.S., (425) 635-4948. In Canada, (905) 568-9641.

Technical Support Worldwide

For support information outside the U.S. or Canada, contact the Microsoft subsidiary in your area. For a list of subsidiaries, go to http://support.microsoft.com/support.

Support services and prices listed are available in the United States and Canada only and are subject to Microsoft's then-current prices, terms, and conditions, which are subject to change without notice.

Limited Warranty and Limitation of Liability

LIMITED WARRANTY. Microsoft warrants that on the day you receive and for the next two years thereafter the Hardware Device, under normal use and service, (a) will be substantially free from defects in materials and workmanship, and (b) any Support Services provided by Microsoft shall be substantially as described in applicable written materials provided to you by Microsoft, and Microsoft support engineers will make commercially reasonable efforts to solve any problem issues.

You also have an implied warranty and/or condition, **but only as to defects discovered during the period of this Limited Warranty, and only if an implied warranty or condition is created by your state/jurisdiction and federal or state/provincial law prohibits disclaimer of it. As to any defects discovered after the two-year period, there is no warranty or condition of any kind**. Some states and jurisdictions do not allow limitations on duration of an implied warranty or condition, so the above limitation may not apply to you.

LIMITATION ON REMEDIES; NO CONSEQUENTIAL OR OTHER DAMAGES. Your exclusive remedy for any breach of this Limited Warranty is as set forth below. **Except for any refund elected by Microsoft, you are not entitled to any damages, including but not limited to consequential damages.** This Limited Warranty gives you specific legal rights. You may have others, which vary from state/jurisdiction to state/jurisdiction.

REGISTRATION. You need not return the warranty registration card for this Limited Warranty to be effective.

BENEFICIARY. To the extent allowed by applicable law, this Limited Warranty is only made to you, the first user of the Hardware Device, and there are no third party beneficiaries of this Limited Warranty. It is not intended for and does not apply to anyone else (except as required by law).

YOUR EXCLUSIVE REMEDY. Microsoft's and its suppliers' entire liability and your exclusive remedy with respect to the Hardware Device shall be, at Microsoft's option, either (a) return of the price paid (if any) for, or (b) repair or replacement of the Hardware Device that does not meet this Limited Warranty and which is returned to Microsoft with a copy of

your receipt of purchase. You may exercise this remedy without charge, except that you are responsible for any expenses you may incur. This Limited Warranty is void if failure of the Hardware Device has resulted from accident, abuse, or misapplication. Any replacement Hardware Device will be warranted for the remainder of the original warranty period or thirty (30) days, whichever is longer. To exercise your remedy, contact the Microsoft subsidiary serving your country, or write: Microsoft Sales Information Center/One Microsoft Way/ Redmond, WA 98052-6399.

DISCLAIMER OF WARRANTIES. The Limited Warranty herein is the only express warranty made to you and is provided in lieu of any other express warranties (if any) created by any documentation or packaging. No other warranties or conditions are made with respect to the Hardware Device by any person, including but not limited to Microsoft and its suppliers. **Except for the Limited Warranty, and to the maximum extent permitted by applicable law, Microsoft and its suppliers provide the Hardware Device AS IS and with all faults, and hereby disclaim all other warranties and conditions, either express, implied or statutory, including but not limited to any (if any) implied warranties or conditions of merchantability, of fitness for a particular purpose, and of lack of negligence or lack of workmanlike effort, all with regard to the Hardware Device.** Also, there is no warranty or condition of title, authority, or noninfringement in the Hardware Device.

EXCLUSION OF INCIDENTAL, CONSEQUENTIAL AND CERTAIN OTHER DAMAGES. To the maximum extent permitted by applicable law, in no event shall Microsoft or its suppliers be liable for any special, incidental or consequential damages whatsoever (including but not limited to damages for loss of profits, for business interruption, for personal injury, for failure to meet any duty including of good faith or of reasonable care, for negligence, and for any other pecuniary or other loss whatsoever), arising out of or in any way related to the use of or inability to use the Hardware Device, even if Microsoft or any supplier has been advised of the possibility of such damages.

GOVERNING LAW. If you acquired the Hardware Device in the United States of America, the laws of the State of Washington, U.S.A., will apply to this contract. If you acquired this Hardware Device outside of the United States of America, then local law may apply.

If you acquired this product in Canada, except where expressly prohibited by local law, the laws in force in the Province of Ontario, Canada will apply to this contract and each of the parties hereto irrevocably attorns to the jurisdiction of the courts of the Province of Ontario and further agrees to commence any litigation which may arise hereunder in the courts located in the Judicial District of York, Province of Ontario.

QUESTIONS. Should you have any questions, or if you desire to contact Microsoft for any reason, please contact the Microsoft subsidiary serving your country, or write: Microsoft Sales Information Center/One Microsoft Way/Redmond, WA 98052-6399.

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QUESTIONS. Si vous avez des questions, ou si vous désirez communiquer avec Microsoft pour quelque raison que ce soit, veuillez contacter la succursale Microsoft desservant votre pays, ou écrire à: Microsoft Sales Information Center / One Microsoft Way / Redmond, WA 98052-6399.

Regulatory Information

United States Radio and TV Interference Regulations

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

The Microsoft hardware device(s) that accompanies this software can radiate radio frequency (RF) energy. If not installed and used in strict accordance with the instructions given in the printed documentation, the device may cause harmful interference with radio and TV reception. Any cable that is connected to the device must be a shielded cable that is properly grounded.

Your Microsoft hardware device has been tested, and it complies with the limits for a Class B computing device in accordance with the specifications in Part 15 of the U.S. Federal Communications Commission (FCC) rules. These limits are designed to provide reasonable protection against harmful RF interference in a residential installation. There is, however, no guarantee that RF interference will not occur in a particular installation.

To determine if your hardware device is causing interference to other radio-communication devices, disconnect the device from your computer. If the interference stops, it was probably caused by the device. If the interference continues after you disconnect the hardware device, turn the computer off and then on again. If the interference stopped when the computer was off, check to see if one of the input/output (I/O) devices or one of the computer's internal accessory boards is causing the problem. Disconnect the I/O devices one at a time and see if the interference stops.

If this hardware device does cause interference, try the following measures to correct it:

- Relocate the radio or TV antenna until the interference stops.
- Move the hardware device farther away from the radio or TV, or move it to one side or the other of the radio or TV.
- Plug the computer into a different power outlet so that the hardware device and radio or TV are on different circuits controlled by different circuit breakers or fuses.
- If necessary, ask your computer dealer or an experienced radio-TV technician for more suggestions. You may find helpful information in the booklet "The Interference Handbook" (1995), published by the FCC. The booklet is available from the Compliance and Information Bureau of the FCC (1-888-CALL FCC) and on their website at http://www.fcc.gov/cib/.

Note Any changes or modifications not expressly approved by Microsoft could void the user's authority to operate this device.

Tested to comply with FCC standards. For home and office use. Model Number: BASM1

Canadian Interference-Causing Equipment Regulations

This Class B digital apparatus complies with ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

For use with UL Listed and GS approved personal computers.

Patent Information

United States patent pending.

Microsoft